

Alaska Department of Revenue  
**Child Support Services Division**

Please Reply To:  
CSED, MS 08

550 W. 7<sup>th</sup> Ave., Suite 310  
Anchorage, AK 99501-6699  
www.csed.state.ak.us

May 16<sup>th</sup>, 2006

**Subject:** Instructions for Requesting Interception of the Alaska Permanent Fund Dividend

**OVERVIEW:** Every year eligible Alaskans receive a Permanent Fund Dividend (PFD). The dividend is paid each October and the amount of the dividend varies. The amount of the payment has ranged from a high of over \$1963.86 in 2000, to a low of \$331.40 in 1984. The PFD payment in October of 2005 was \$845.76

The following is the criteria for a person to receive a 2006 PFD. You:

- Must have been a resident of Alaska since December 31, 2004;
- Must apply for the PFD no later than midnight March 31<sup>st</sup> of 2006;
- Can not have been out of Alaska for more than 90 days during 2004, unless the absence was for one of the acceptable reasons such as military service;
- Must have been in Alaska for 72 consecutive hours during 2004 or 2005 if the absence was for an acceptable reason, and;
- Must be a US citizen.

The Alaska Child Support Office collects several million dollars each year from obligors who have applied for the PFD and owe child support. These monies are collected for both Interstate and Domestic cases. Because of the large number of requests from other states to collect the PFD; July, August, September and October are the busiest time of the year for Alaska's Child Support Office.

**PURPOSE:** With the large amount of dollars available for collection and because of the simplicity of the PFD collection process, Alaska receives a large influx of requests from other states to set up a case solely for the purpose of collecting the PFD. The Alaska Child Support Office refers to these cases as PFDO (Permanent Fund Dividend Only) cases.

These instructions are intended to expedite the process to set up a PFDO case, simplify the paperwork necessary and maximize the number of cases Alaska's child support office can set up when receiving a PFDO request. In the past, there has been some level of confusion and some duplication of effort from other states that has hindered the success of collecting the maximum number of PFD's for children on a national level. With shrinking state budgets and resources at a premium, it is important all states work closely together to collect as many PFD's as possible for child support. In 2005, Alaska worked together with 10 other states to set up 654 PFDO cases and collect roughly \$550,000.00 for these 10 participatory states.

These instructions and the attachments are being provided to allow other states the ability to maximize their collections. Please follow these directions closely.

1) **Required Documents or Information:**

- Child Support Enforcement Transmittal #1 with the appropriate areas completed (see attached example);
- A copy of the signed order or judgement;
- The direct phone number of the child support worker in your state;

TOLL FREE (In-state, outside Anchorage): (800) 478-3300

ANCHORAGE: (907) 269-6900 FAX: (907) 269-6813 or 6914

SOUTHEAST: (907) 465-5887

FAIRBANKS: (907) 451-2830

MAT-SU: (907) 357-3550

TDD machine only: (907) 269-6894 / TDD machine only, toll free (In-state, outside Anchorage): (800) 370-6894

**Note:** The signed transmittal with all the appropriate sections completed (see example) along with a signed order or judgment is all that is required. Be sure to fill in the amount of debt and the period of computation. You are only required to provide a certified month by month debt calculation if an obligor disputes the debt. Should a dispute arise, you will be contacted by Alaska and asked to provide a certified month by month debt calculation.

2) **Other Important Information:**

- Do NOT send a PFDO transmittal if there is an open case between Alaska and your state. The PFD for these cases are automatically intercepted provided the obligor applied and qualified for a PFD;
- You **MUST** send a Child Support Enforcement Network (CseNet) transaction **PRIOR** to sending the required documents if your state is active with Alaska on the CseNet system (failure to send a CseNet transaction means Alaska will not be able to collect the PFD for your state);
- DO NOT send a PFDO request followed by a request for FULL enforcement (these requests cause delays and a backlog of cases awaiting processing);
- PFDO cases will automatically be closed after the PFD has been intercepted and forwarded to your state. There is no need to send a paper closure request. However, you will need to send a CseNet closure if your state sent a CseNet open;
- States who have previously requested a PFDO collection case be set up, (currently a closed Alaska case) are required to send the same information as states requesting a PFDO case for the 1<sup>st</sup> time. If your state has requested a PFDO case previously, be sure to provide the previous Alaska PFDO case number on the transmittal.

3) **TIMELINES:**

- You must provide your state's tape list for matching to Alaska's PFD by the 15<sup>th</sup> of June 2006 (see attachment 1 for the appropriate file format needed). It is critical you send your tape data in the format requested. Otherwise Alaska will NOT be able to match your tape data to the PFD database. This means any possible PFD revenue you may have been able to collect will be lost because we can not send you a return tape file with the matches. Send the tapes or matching data requests to the address listed for Transmittal, EXCEPT send the tape to: ATTN: Phil Evans, MS19.
- It is anticipated your state will receive the return match file the 1<sup>st</sup> week of July. Once your state receives back your match file and determines which obligors qualify for the PFDO program, you may begin sending your requests to us.
- All requests from your state **MUST** be received by Alaska no later August 25<sup>th</sup>, 2006 to ensure set up and collection of the PFD.

4) **CONTACTS:**

Send Transmittals to:  
Child Support Services Division  
Attn: Dorothy Louderback  
550 West 7<sup>th</sup> Ave., Ste. 310  
Anchorage, AK. 99501-6699

Transmittal EMAIL Contact:  
dorothy\_louderback@revenue.state.ak.us  
PHONE: 907.269.6975  
FAX: 907.787.3208

Procedure questions:

Enforcement Manager: Dale Ludwig, 907.269.6838  
Case Set Up Manager: Charles McCormick, 907.269.6980  
Collections Contact: Barry Grafel 907.269.6052

Please follow the information provided so we can help you as efficiently and expeditiously as possible.